



FORMS MANAGEMENT

Directive: 11 – 102

Date of Issue: July 2013 Amends/Cancel: Chapter IX Sec 3

I. PURPOSE

The purpose of this Directive is to:

- A. Define what qualifies as a form
- B. Delineate the responsibilities for form management
- C. List forms currently in use

II. POLICY

It is the policy of the Department of General Services Maryland Capitol Police (DGS-MCP) to adhere to the policies and procedures set forth in this Directive.

III. BACKGROUND

- A. Forms are used for the collection, transmittal and preservation of information. They serve as a compact, concise record and when standardized, promote efficient operation within the Department of General Services Maryland Capitol Police and Security. In addition, many of the policies, procedures and functions of the Department of General Services Maryland Capitol Police are documented through use of forms.
- B. Since the use of forms is frequently necessary in order to accomplish specific tasks or duties, it is vital that a forms control program be administered in a manner which will insure that only essential records are created. The objectives of the program are to establish control over the creation of new forms, to revise or consolidate existing forms and to eliminate the non-essential or duplicate forms.

IV. DEFINITION

- A. A "Form" is a document that has a standard format for the systematic and repetitive collection, maintenance, or transmission of information. (State Government Article, Title 10-604 (d).
- B. Since the above definition of a form is somewhat ambiguous, the DGS Records Management Division has set the following general guidelines for its interpretation by departments and independent units of the State government:

1. All documents printed or otherwise reproduced with space for filling in information or descriptive material are to be controlled by an agency through its forms management program.
2. The only exception is form letters; the control of which is optional. Letterheads, envelopes and printed items without fill-in space, such as contract provisions, instructions sheets, notices, tags and labels are not normally to be counted as forms under the State Forms Management Program. (It might be advisable, however, to include such documents within a uniform numbering system for an agency).

V. PROCEDURES

A. DGS-MCP Forms Control

Headquarters will administer the program and have the following responsibilities:

1. Establish and maintain a Forms Control Register.
2. Approve form and design use.
3. Issue form numbers and effective dates.
4. Request printing.
5. Maintain a master forms file.

B. Forms

Every form originating within DGS-MCP will be assigned a form number and effective date. Headquarters will maintain a Forms Control Register containing numbers, effective dates, form titles, descriptions and revision dates of all forms in current use.

C. Creating, Revising, Combining or Eliminating Forms

1. When a form ceases to serve its designed purpose, it becomes a liability to the user and DGS-MCP. When this occurs, the form should be revised, combined with an existing form, or eliminated.
2. If an employee of DGS-MCP feels a form should be created, revised, combined with another or eliminated, the employee should complete a detailed report and submit it to the Chief of Police or his designee through the chain of command.
3. The detailed report should state the reasons for the requested action and a sample of the form should be attached.
4. Appropriate endorsements will be made concerning the proposed change at each level of review. The review process encourages input from each staff member resulting in a product-reflecting the experience and knowledge of all those responding.

D. DGS-MCP FORMS ROSTER

Form Number	Form Title	File
3	Post Designation Report	ADM
4	Daily Radio Log	ADM
5	Console Control Log	ADM
6	Consol Control Log, continuation	ADM
7	Duty Schedule	PER
9	Request for Training	TNG
10A	Firearms Qualification Scores	TNG
10	Firearms Training and Qualifications	TNG
13	"Memo"	
23	MILES Message Log	ADM
42	Receipt or Appraisal of Orders, Memoranda and Manual Revisions	ADM
46	Miranda Rights	OPS
63	Property Record	OPS
64	Property Record/Release Continuation Sheet	OPS
65	Investigation Assignment Record	OPS
69	Explanation of Rights (Non-custodial)	OPS
70	Arrest Report	OPS
78	Consent to Search and Seize	OPS
84	Agency Investigation Caseload Ledger	OPS
88	Incident Report	OPS
89	Criminal Investigation Report	OPS
91	Vehicle Report	OPS
92	Supplement	OPS
93	Continuation Sheet	OPS
94	Complaint Control Ledger Form	OPS
99	Property Log	OPS
123	Maintenance Schedule	FIS
138	Cost Analysis Work Sheet	FIS
151	Special Order/Memoranda Issuance Record	ADM
152	Inspection Report Personnel	PER
153	Monthly Inspection Report-Vehicle	FIS
153A	Daily Inspection Report-Vehicle	ADM
164	Job Observation Record	PER
164A	Job Observation Report	PER
177	Complaint of Brutality	PER
178	Notification of Complaint/Waiver of LEOBR	PER
180	Miranda Rights	PER
181	Notification of Charges/Acceptance of Summary Punishment	PER
183	Notification of Hearing	PER
185	Hearing Board Procedure	PER
188	Witness Summons	PER